



Filing a Marketer Refund Claim Uploading a File Containing Data

FILE AND PAY AT:
<http://sd.gov/epath>

BENEFITS OF EPATH

- Provides 24/7 access to file Marketer Refund Claims by electronic means
- Easy Data entry or Data upload
- System does all calculations

Features

- Use one EPath account to claim refunds or file and pay taxes for multiple licenses for same owner
- Amend claims or returns online
- Review claims, returns, payments, outstanding returns, and account balances
- Make payments if any are due
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

Login >

Log in to your Account

Username:

Password:

[Forgot your Password?](#)

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on
Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge
Bank Franchise Tax
Contractors' Excise Tax
Sales and Use Tax

Motor Fuel:

Biodiesel Producer	Blender
Ethanol Broker	Ethanol Producer
Importer/Exporter	LNG
LPG User	LPG Vendor
Supplier	

Make a Payment >

If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.



Due Dates Calendar

ACCESS
EPATH HELP
FROM EVERY
SCREEN

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[Privacy Statement](#)


Each  has help information, simply point to the  to display the information.

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File and Pay.

- ▶ [File and Pay your Return](#) 
- ▶ [Upload Additional Documentation](#) 
- ▶ [Amend a Return](#) 

Pay Outstanding Balance.

- ▶ [Payment Only](#) 

Select an account function to perform.

- ▶ [Add/Edit User Accounts](#) 
- ▶ [Cancel Licenses](#)
- ▶ [Print License Card](#)
- ▶ [Change Profile](#) 
- ▶ [Add a License](#)
- ▶ [Renew your Alcohol Tax License](#)

View History.

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Main Menu >

File and/or pay taxes.

▶ [File or Amend Return/Payment](#) 

▶ [Upload Additional Documentation](#) 

▶ [Payment Only](#) 

To reach the **Filing Menu** click here.

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

☒ File a Return For:

☐ Amend a Return For: 

☐ Edit a Saved Return:

[Log out](#)

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—Please select a license—

Step 1: Select your license number using the drop down arrow.

3000-1002-LD – Wonder Woman Corporations (LPG User)
3000-1001-LV – Wonder Woman Corporations (LPG Vendor)
3000-1000-MK – Wonder Woman Corporations (Marketer)
3000-1003-SU – Wonder Woman Corporations (Supplier)
3000-1004-TM – Wonder Woman Corporations (Tribal Marketer)

Step 2: Choose from Filing Options to file, amend, or edit claims

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

Filing Options

☐ File a Return For:

☐ Amend a Return For: 

☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-MK – Wonder Woman Corporations (Marketer) ▼

Date From: 3/17/2017 

Date To: 3/31/2017 

--Please select a Period--

--Please select a Period--

☒ Upload File Containing Data

☐ Manual Data Entry

Log out

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Step 4: Select the Data Entry Method, Upload File Containing Data under filing options.

Upload File Containing Data allows you to upload your EPath Schedule that is saved on your computer.

Step 3: Select your dates. Please Note: Refund claims for dates prior to January 1st 2017 cannot be claimed electronically.

Step 5: Click Next

Understanding the “Upload a File Containing Data” Option

Depending on your sales you can upload a schedule for each option.

Each section provides a clickable link to a working template. You can use one of the templates provided or make your own.

If you choose to make your own template make sure your file layout matches by clicking on the Layout link you are working with.

Marketer Refund File Upload

FILING MAR 17, 2017 TO MAR 31, 2017 REFUND FOR: 3000-1000-MK

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MK File Upload

[MK File Preview](#)
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[MK Summary](#)
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Template

Templates are available which can be used to upload data as opposed to manually entering the data. These templates are available for downloading in each of the four refund areas below.

If you prefer to use your own Excel file(s), it should only contain one sheet with no formulas. Your file must contain the same column headings that are displayed in the applicable template(s) below. Your file may contain extra columns that are not needed to apply for the refund and will be ignored. However, the order of the columns in your file must match the file layout you have indicated in the File Layout page for each refund type. These layouts can be set by selecting the applicable File Layout link(s) below.

Indian School Upload File	
<input type="button" value="Choose File"/> No file chosen	Indian School File Layout ★
Indian School Workbook (*.xlsx) Template	Indian School CSV (.csv) Template
Schedule of Disbursements Upload	
<input type="button" value="Choose File"/> No file chosen	Schedule Disbursement File Layout ★
Schedule Disbursements Workbook (*.xlsx) Template	Schedule Disbursements CSV (.csv) Template
Reefer Storage Upload	
<input type="button" value="Choose File"/> No file chosen	Reefer Storage File Layout ★
Reefer Storage Workbook (*.xlsx) Template	Reefer Storage CSV (.csv) Template
Tribal Sales Upload	
<input type="button" value="Choose File"/> No file chosen	Tribal Sales File Layout ★
TribalSales Workbook (*.xlsx) Template	TribalSalesCSV (.csv) Template

Example: Changing Your File Layout

If you choose to file your return using your own schedule click on the file layout for the section you are uploading and follow these steps. If you are using a template skip this slide.

[MK Data File Definition](#) >

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Please select the type of file you will be sending. In a fixed length file, each field has a specified size that remains constant throughout the entire file. In a delimited file, all fields in a record are separated by a specified character.

Schedule Of Disbursements

Skip the first lines of the file

1. ☐ Fixed Length:

☐ File contains no line feeds

2. ☒ Delimited File:

Field Delimiter: ☐ Other:

String Qualifier: ☐ Other:

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any non-mandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include
1 ▼	Schedule Type	<input type="text" value="2"/>	Required
2 ▼	Product Type	<input type="text" value="3"/>	Required
3 ▼	Sold To	<input type="text" value="100"/>	Required
4 ▼	Purchaser FEIN	<input type="text" value="10"/>	Required
5 ▼	Transaction Date	<input type="text" value="8"/>	Required
6 ▼	Gross Gallons	<input type="text" value="9"/>	Required

[Reset Layout](#)

Step 1: Determine the amount of lines to skip depending on where you want EPath to start pulling your recorded data.

Step 2: Under **Position** list the correct order for your file. Position refers to the column on the schedule that is uploaded into EPath. Use the drop down arrows to select the numbered order.

Step 3: Make sure your column heading matches with your position number and click **Save**.

Step 4: After you have saved your changes click **Back** to return to the upload screen.

Schedule Type	Product Type	Sold To	Purchaser FEIN	Transaction Date	Gross Gallons
8	65	Puchaser Name	999999999	03/16/2017	5000
8	160	Puchaser Name	999999999	03/17/2017	1000
8	65	Puchaser Name	999999999	03/16/2017	1200
8	65	Puchaser Name	999999999	03/16/2017	500
8	160	Puchaser Name	999999999	03/16/2017	800
8	160	Puchaser Name	999999999	03/16/2017	900

Understanding the “Upload a File Containing Data” Option

Indian School Upload File	
<input type="button" value="Choose File"/> No file chosen	Indian School File Layout
Indian School Workbook (*.xlsx) Template	Indian School CSV (.csv) Template
Schedule of Disbursements Upload	
<input type="button" value="Choose File"/> No file chosen	Schedule Disbursement File Layout
Schedule Disbursements Workbook (*.xlsx) Template	Schedule Disbursements CSV (.csv) Template
Reefer Storage Upload	
<input type="button" value="Choose File"/> No file chosen	Reefer Storage File Layout
Reefer Storage Workbook (*.xlsx) Template	Reefer Storage CSV (.csv) Template
Tribal Sales Upload	
<input type="button" value="Choose File"/> No file chosen	Tribal Sales File Layout
TribalSales Workbook (*.xlsx) Template	TribalSalesCSV (.csv) Template

Sales of fuel sold in bulk to a location on a licensed Indian School's premises will be uploaded under this section.

Sales to the US Government will be uploaded under this section and reported as a Schedule Type 8.

Sales of undyed diesel fuel dispensed in separate reefer storage for refrigeration use will be uploaded under this section.

Sales of fuel sold to an enrolled tribal member purchasing fuel in Indian country controlled by the members tribe, or an Indian tribe purchasing motor fuel or special fuel in Indian country controlled by the tribe will be uploaded under this section.

Example: Uploading a File Containing Data

Step 1: Determine which section you wish to upload a file to and select **Choose File** in that section.

Step 2: Select the file you wish to upload. Once you have selected the file you wish to upload click **Add File**.

If your file upload was successful it will appear at the bottom of your screen under **Add File**.

Make sure that the file you are uploading is in either a CSV or XLSX format. If it isn't in one of these formats the schedule will not successfully upload.

Indian School Upload File

No file chosen [Indian School File Layout](#)

[Indian School Workbook \(*.xlsx\) Template](#) [Indian School CSV \(.csv\) Template](#)

Schedule of Disbursements Upload

MK Test Schedule.csv [Schedule Disbursement File Layout](#)

[Schedule Disbursements Workbook \(*.xlsx\) Template](#) [Schedule Disbursements CSV \(.csv\) Template](#)

Reefer Storage Upload

No file chosen [Reefer Storage File Layout](#)

[Reefer Storage Workbook \(*.xlsx\) Template](#) [Reefer Storage CSV \(.csv\) Template](#)

Tribal Sales Upload

No file chosen [Tribal Sales File Layout](#)

[TribalSales Workbook \(*.xlsx\) Template](#) [TribalSalesCSV \(.csv\) Template](#)

Delete	File Number	Upload Date	File Name	File Size	File Type
<input type="button" value="Delete"/>	1	1/27/2017 11:54:21 AM	MK Test Schedule.csv	349	USD

Step 3: Repeat these steps until you have uploaded a file for each section you need to report data on and click **Next**.

Example: Uploading a File Containing Data Continued...

Indian School File

Schedule of Disbursements

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Sold To	Purchaser FEIN	Transaction Date	Gross Gallons	Product Type
Success	8	Puchaser Name	999999999	03/16/2017	5000	65
Success	8	Puchaser Name	999999999	03/17/2017	1000	160
Success	8	Puchaser Name	999999999	03/16/2017	1200	65
Success	8	Puchaser Name	999999999	03/16/2017	500	65
Success	8	Puchaser Name	999999999	03/16/2017	800	160
Success	8	Puchaser Name	999999999	03/16/2017	900	160

Reefer Storage

Tribal Sales File

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Click Next

Example: Failed Download

If you do not receive the **Failed** status click **Next** again and skip the next two slides.

Step 1: If you get error messages click on **View** under **Error Codes**.

Marketer View

Click

Inc

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MK File Preview
MK File Errors ▶
MK Wex Upload
MK Summary
Verify Info

Schedule of Disbursements

These are the results of the upload

Result	Error Codes	File Type	File Number	Line Number	File Name
Failed	View	USD	1	2	MK Test Schedule.csv
Failed	View	USD	1	4	MK Test Schedule.csv
Failed	View	USD	1	5	MK Test Schedule.csv
Failed	View	USD	1	6	MK Test Schedule.csv
Failed	View	USD	1	7	MK Test Schedule.csv

Page 1 of 1 | Total Records: 5

Total Records: 6 [View](#) [Save](#)
Successful Records: 1 [View](#) [Save](#)
Invalid Records: 5 [View](#) [Save](#)

Storage

Sal

Back Next

This will open a new window that describes the error.

Step 2: After you have read your error codes go directly to your schedule file on your computer, make the needed corrections, and save the file.

Step 3: Click **Back**

Motor Fuel Return Error Code Descriptions

101	You have entered an invalid Schedule Type. Acceptable values include 8
109	You have entered an invalid Transaction Date. Transaction Date must be a valid date that occurs during the reporting period

Example: Failed Download Continued...

Tip: Remember to correct your file before uploading the new one!

Step 4: Click **Back** on the **File Preview** page so you can return to the Marketer Refund File Upload page

Marketer File Preview

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Click Title to Expand - Pink Highlighting Indicates Existing Errors

Indian School File

Schedule of Disbursements

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

Result	Schedule Type	Sold To	Purchaser FEIN	Transaction Date	Gross Gallons	Product Type
Success	8	Puchaser Name	999999999	03/17/2017	5000	65
Success	8	Puchaser Name	999999999	03/17/2017	1000	160
Success	8	Puchaser Name	999999999	03/25/2017	1200	65
Success	8	Puchaser Name	999999999	03/30/2017	500	65
Success	8	Puchaser Name	999999999	03/31/2017	800	160
Success	12	Puchaser Name	999999999	03/18/2017	900	160

Reefer Storage

Tribal Sales File

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the columns in your file must match the type. These layouts can be set by s

Indian School Upload File

[Choose File](#) No file chosen

[Indian School File Layout](#)

[Indian School Workbook \(*.xlsx\) Template](#)

[Indian School CSV \(.csv\) Template](#)

Schedule of Disbursements Upload

[Choose File](#) No file chosen

[Schedule Disbursement File Layout](#)

[Schedule Disbursements Workbook \(*.xlsx\) Template](#)

[Schedule Disbursements CSV \(.csv\) Template](#)

Reefer Storage Upload

[Choose File](#) No file chosen

[Reefer Storage File Layout](#)

[Reefer Storage Workbook \(*.xlsx\) Template](#)

[Reefer Storage CSV \(.csv\) Template](#)

Tribal Sales Upload

[Choose File](#) No file chosen

[Tribal Sales File Layout](#)

[TribalSales Workbook \(*.xlsx\) Template](#)

[TribalSalesCSV \(.csv\) Template](#)

[Add File](#)

Delete	File Number	Upload Date	File Name	File Size	File Type
Delete	1	1/27/2017 2:48:09 PM	MK Test Schedule.csv	358	USD

[Back](#) [Next](#)

Step 5: Delete the incorrect file by clicking on the red **Delete** button.

To Upload New File

- ✓ Click **Choose File**
- ✓ Upload Corrected File
- ✓ Click **Add File**
- ✓ Click **Next**

Step 6: Upload your corrected file and click **Next.**

Example: Supporting Documentation File Upload

This screen allows you to upload copies of documentation to support your claim. Supporting documentation includes, but is not limited to: WEX statements, tax exempt statements, tax exempt spreadsheets or worksheets, and sales invoices

WEX File Upload >

FILING MAR 17, 2017 TO MAR 31, 2017 REFUND FOR: 3000-1000-MK

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Please upload your Marketer Return WEX File here.
The following electronic files can be uploaded
Documents (.pdf, .xls, .xlsx, .xlsb, .csv, .doc, .docx)
Images (.jpg)

Make sure your file is uploaded using one of these file formats.

Step 1: Click **Choose File**

[Initial Sales](#)
[MK Wex Upload >](#)
[MK Summary](#)

Upload File

Choose File No file chosen

Upload File

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Step 2: Select the file you wish to upload and click **Upload File**.

Step 3: Click **Next**

File Name	Size
Delete E1810V2-IndividualVehicleMileageAndFuelReport.pdf	40.9 KB

Upload File

Choose File No file chosen

Upload File

If your file upload was successful it will appear above the **Upload File** section.

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Example: Gallons Lost in Accordance with 10-47B-137

This screen is where you will record total gallons lost in accordance with SDCL 10-47B-137. A Marketer may collect a refund of fuel taxes paid on fuel lost by leakage or theft, or fuel lost or destroyed by fire, flood, tornado, windstorm, or explosion.

Marketer's Tax Return >

FILING MAR 17, 2017 TO MAR 31, 2017 REFUND FOR: 3000-1000-MK

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Enter Whole Gallons

REFUNDABLE SALES	A Gasoline	B 100% Ethyl Alcohol	C AVGAS	D Undyed Diesel Fuel	E Jet Fuel	F 100% Methyl Alcohol	G Undyed Biodiesel
3. Total gallons lost in accordance with Section 137	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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After you have recorded all of your entries or if you do not have any entries for this section click **Next**.



Please refrain from using the browser's back button while using this site.

This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Please Note: To qualify for this refund you must meet the following qualifications:

1. All Claims must be filed with the Department within 30 days after the loss is discovered.
2. For a refund of taxes on fuel lost by leakage or theft, the total gallons must exceed 500 gallons.
3. For a refund of taxes on fuel lost or destroyed by fire, flood, tornado, windstorm, or explosion, the total gallons must exceed 100 gallons

TIP: Always remember to review your entries before continuing on in the process.

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Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

FILING MAR 17, 2017 To MAR 31, 2017 REFUND FOR: 7002-0866-MK			
REFUNDABLE SALES	A Gasoline	B 100% Ethyl Alcohol	
2. Total gallons of fuel sold in bulk to indian school premises.	500	0	
3. Total Gallons sold to US Government	0	0	
4. Total Gallons of taxed undyed diesel fuel dispensed into reefer storage			
5. Total gallons of fuel sold to an enrolled tribal member	0	0	
REFUNDABLE SALES			
6. Subtotal all gallons -Add Lines 2, 3, 4, and 5	500	0	
7. Tax Rates	\$0.28	\$0.14	
8. Total taxes eligible for refund -Multiply Line 6 by Line 7	\$140.00	\$0.00	
9. Total Refund Claim Amount -Add Columns A through G on Line 8			\$644.00

Your Total Refund Amount is **\$644.00**

[View Printer Friendly Version](#)

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Click [View Printer Friendly Version](#) to print your return.

Click [Next](#)

Example: Gallons Lost in Accordance with 10-47B-137 Continued...

Please Note: If you did not have any entries for gallons lost in accordance with Section 137 (Slide 15) you will not reach this screen.

This screen allows you to upload copies of documentation to support your claim for the entries reported in accordance with Section 137(Slide 15) . Supporting documentation includes, but is not limited to: insurance reports, police reports, Bills-of-lading, and invoices.

Additional Documentation >

FILING MAR 17, 2017 TO MAR 31,2017 REFUND FOR: 3000-1000-MK

The Affidavit of Loss of Taxable fuel **MUST BE COMPLETED, NOTARIZED, AND** uploaded along with any necessary documentation to support your claim. .


Marketer Refund

All Disabled Rows are WEX Uploads.

Please upload your Signed Affidavits for "Loss Fuel" on Line 3.

Credit Amended Returns

If the amended return resulted in a credit please upload documentation to support the credit.

Please include a contact person, their email and phone number. 

The following electronic files can be uploaded

Documents (.pdf, .xls, .xlsx, .xlsb, .csv, .doc, .docx, .rtf, .ods, .odt, .wps, .xml, .txt)

Images (.png, .tif, .tiff, .jpg, .jpeg, .jpe, .jfif, .bmp, .gif)

Step 1: Click **Browse**

Step 2: Select the file you wish to upload. Once you have selected the file you wish to upload click **Upload File.**

Upload File

Browse...

Upload File

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Step 3: Click **Next**

To access the Affidavit of Loss of Taxable fuel please visit:
http://dor.sd.gov/Motor_Vehicles/Motor_Fuel/Forms.aspx

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Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License:	3000-1000-MK	Period:	3/17/2017 To 3/31/2017
Name:	WONDER WOMAN CORPORATIONS	Return Due Date:	N/A
File Code:	Required Calendar Monthly	Return Type:	MK - Original
		Refund Amount:	\$644.00
		Interest/Penalty:	N/A
		Total Refund:	\$644.00
		Payment Type:	

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.

Login Password:

Reminder: Clicking **Submit** will finalize the filing process. Make sure to look everything over one last time.

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Submit

Confirmation Information >

Confirmation	
Confirmation Number:	116350941694570878
Date Submitted:	Mar 27, 2017 4:35 PM
Return	
License:	3000-1000-MK
Period:	03/2017
Return Type:	MK - Original
Return Due Date:	Jan 27, 2017
Total Amount Due:	\$644.00
	View/Print Full Return



Print

Main Menu

Please Note: You will NOT be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return

Find additional information and instructions for using EPath
at: <http://dor.sd.gov/epath/>

Questions?

Call: 605.773.8178
Email: sdmotorfuel@state.sd.us